

Notice of Electronic Availability of Case File Information

Notice is being given to members of the Bar and litigants that images of documents and materials filed in civil actions in the Eastern District of Arkansas are posted to the Court's Internet website. Any subscriber to WebPACER¹ will be able to read, download, store and print the full content of imaged documents. The Clerk's Office is not imaging or posting documents sealed or otherwise restricted by court order or Judicial Conference policy. The following policies relate to the availability of electronic case file information in the United States District Courts:

- Documents in civil cases will be made available electronically, to the same extent that they are available at the courthouse, with one exception: Social Security cases will be excluded from electronic access.
- Sensitive information should not be included in any document submitted to the court unless such inclusion is necessary and relevant to the case. If sensitive information must be included, the following data identifiers must be partially redacted from the pleading: Social Security numbers, financial account numbers, dates of birth and the names of minor children.
- Parties wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal (see *E-Government Act of 2002*). This document shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.
- Parties should exercise caution when filing documents that contain: a personal identifying number (e.g., a driver's license number); medical records (treatment and diagnosis;) employment history; individual financial information; and proprietary or trade secret information.
- Public remote access to images of documents in criminal cases will not be available at this time, with the understanding that this policy will be re-examined by the Judicial Conference of the United States Courts.

Documents to be filed with the Clerk's Office should be carefully examined for sensitive, private information and appropriate action should be taken to protect this information from electronic public access, when necessary.

¹ WebPACER is the electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts via the Internet. Electronic access to imaged documents is available by registering with the PACER Service Center, the judiciary's centralized registration, billing, and technical support center.